

Defense Internet NOTAM Service (DINS)

CCR Application User Training Manual

Version 1.2

Revision History

CR#	Document Version #	Approval Date	Modified By	Section, Page(s)and Text Revised
DINS PR 480	1	CR approval on 10/17/2005	Dave Belko	Original.
DINS PR 559	1.1	03/31/2006	J. Francis	Section 2.3 How to Create a NOTAM Added insert of header text to E field for F, V and W series NOTAMs, and refresh of create NOTAM page when series is changed.
DINS PR560 DINS PR576 DINS PR581 DINS PR586	1.2	06/08/2006	J. Francis D Belko	Section 2.3 How to Create a NOTAM <ul style="list-style-type: none"> - Changed rule that expiration date cannot be more than 120 days from effective date. - Increase the sizes of the Time Schedule, and Upper and lower limits. - Changed screen print examples to reflect changes to field sizes and new header links

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1. DINS System Functionality

In order to Create, Cancel or Replace military NOTAMs using the U.S. Defense Internet NOTAM Service (DINS), users must first install either a Netscape or Microsoft IE browser, establish a user account and password with the DoD NOTAM Office and request/install a Netscape encrypted certificate.

1.1 Preferred Web Browsers

The approved browser versions are either Netscape versions 7.2 or above, or Microsoft IE 6.0.2x.

1.2 Establish a User Account and Password

First time users must contact the DoD NOTAM Office to establish a user id and password to access the DINS CCR site prior to requesting an encryption certificate. Airfield Managers or a designated representative will ensure the security of the assigned user id and password. This user id and password is required to log onto the DINS to create, cancel and replace NOTAMs. Contact the DoD NOTAM Office to change the password whenever the password is compromised, when there is a change in personnel, or after repeatedly having a backup unit input NOTAMs as backup for the primary facility. Although NOTAM inputs are traceable, changing the password prevents unauthorized use of the DINS CCR web site. The DoD NOTAM Office can not look up users passwords if forgotten; they can however issue a new password. For security purposes, the DoD NOTAM staff follows a strict password policy when issuing a password. All passwords will be 8 or more characters.

1.3 Request and Install a DINS Encrypted Certificate

All CCR users (authorized to create, cancel and replace NOTAMs for air facilities) must acquire a DINS encrypted certificate approved by the Military NOTAM specialists. These certificates expire one year from the approval date. The certificate server Uniform Resource Locator (URL) is <https://dinscert.notams.jcs.mil>. Users can find instruction listed in paragraph 1.4. or on the Certificate Server page. If you have problems contact a DoD NOTAM specialist for more information. Note: The DoD NOTAM Office recommends all users request multiple certificates for their location; staggering certificate effective dates will ensure NOTAM transmission capability is not interrupted due to certificate expiration.

1.4 DINS Certificate Server

To request a DINS encrypted certificate start one of the preferred browsers mention in section 1.1. and go to the DINS certificate server at <https://dinscert.notams.jcs.mil>. Note: When your certificate is approved you must install the certificate using the same PC and browser used to request the certificate.

- Using the menu options on the left, Click on ‘Request a Personal Certificate’
- Complete the form (see below) and click “submit” at the end of the form.

Home
[Request a Personal Certificate](#)
[Certificate](#)

IMPORTANT

When requesting or installing a certificate, you must use the same browser on the same PC where NOTAM processing will be performed.

Requestor's Identity
 Please fill out all the fields in the form below. If you have any questions about what should be typed in any of the fields, please refer to the DINS CCR Users Training Manual located on the [DINS Baseops web page](#). Click on the Submit button located at the bottom of this page after entering all the required information.

Your Name and Grade: Ex: TSgt Rober Smith

4 Letter ICAO Location Code: Ex: Andrews AFB would be KADW

Your Military Email Address: Must be .mil or .gov

Military Unit and Base: Ex: 123 OSS Andrews AFB

Your DSN or COM Work Number:

Public/Private Key Information
 When you submit this form, the browser generates a private key and a public key. It retains the private key and submits the public key along with your request for a certificate. The public key becomes part of the certificate.

Please choose MICROSOFT ENHANCED CRYPTOGRAPHIC PROVIDER V1.0 from the pull down menu below.

Cryptographic Provider:

Figure 1-1 Certificate Server Request Form.

Follow the instruction below when filling out the Certificate request form. **Users are to ensure that none of the fields contain commas.**

- Do not use any punctuations except in the email address.
- The User's Name can be a facility name or the name of the individual user. The information in this field will not change your assigned login user name or password.
- Enter the ICAO location code of your airfield. (Ex. KADW is the ICAO location code for Andrews AFB.)

- Enter the E-mail address of the person requesting the certificate. If this is not correct your approval code cannot be sent to you.
- Enter your DSN Phone Number. If there are problems with the approval process, the DoD NOTAM specialists must be able to contact the requestor. You may also include a commercial phone number.
- If using Internet Explorer, select 'Microsoft enhanced Cryptographic Provider V1.0' in the Cryptographic Provider selection box.
- Do not requested a certificate in Netscape if the rendering engine is set to Internet Explorer. When using a Netscape browser that lets you select a rendering engine it must be set to Firefox.
- When finished, click on submit and the following will be displayed. (See Figure 1-2)
Note: Please keep track of the request id number; it will be needed when your certificate is approved and ready to be installed.

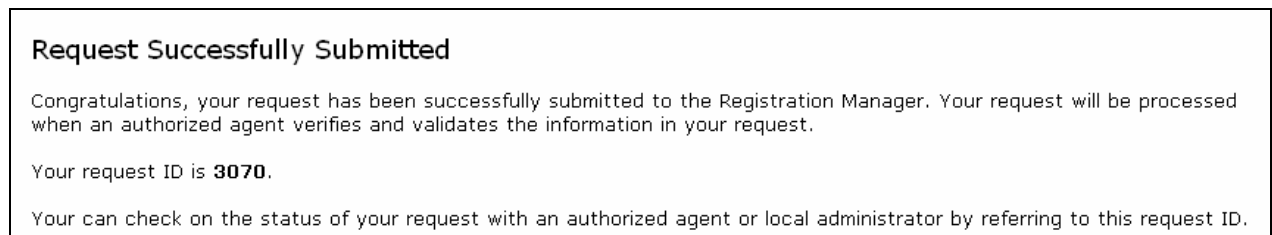


Figure 1-2 Example Successful submit request.

- Once the DoD NOTAM Office approves your certificate request, you will receive an email with certificate installation procedures. If you have not received an E-mail within 24 hours of your request, contact a Military NOTAM Coordinator (Monday-Friday).
- Note:** You must download and install your approved certificate within 48 hours of the transmission date/time of the approval email, or your certificate is void.

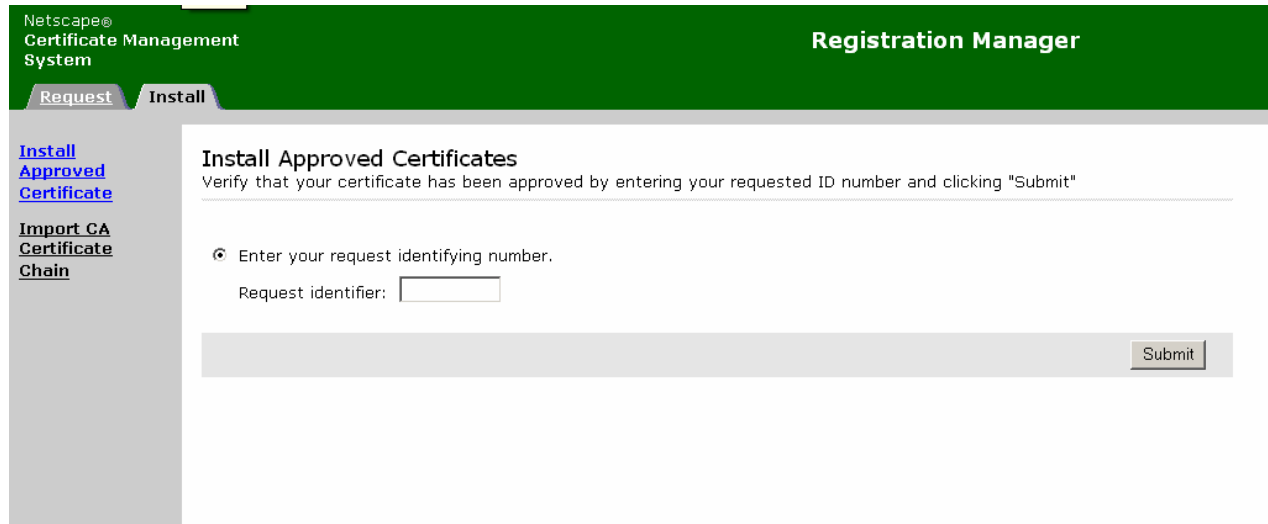


Figure 1-3 Installing your DINS Encrypted Certificate.

Using the same PC, PC login and browser as when you requested the encrypted certificate, go to <https://dinscert.notams.jcs.mil>.

- Click on the **Install** Tab.
- Enter the request id number (generated during the request process) in the space provided and click on Submit.
- Click the link next to Issue Certificate (Ox...).
- Once the certificate opens, scroll to the bottom of the form and click the import button.
- If you receive an error message (see sample below), close your browser and return to the certificate page and repeat the above steps. Contact a Military NOTAM Coordinator (Monday-Friday) if you experience successive installation failures.
- Once you receive a message indicating “your certificate was successfully imported”, close your browser prior to accessing the CCR Home Page.

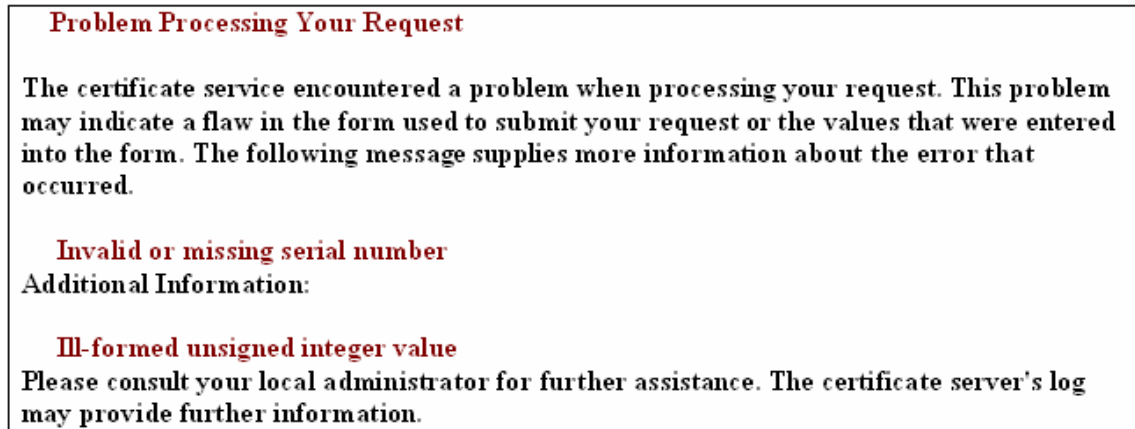


Figure 1-4 Sample Certificate Installation Error Message.

2. DINS CCR Home Page features

2.1 CCR Home Page

To create, cancel or replace Military NOTAMs, open the web browser with an active encrypted certificate and go to the primary DINS CCR web page (<https://www.dinsccr.notams.jcs.mil>). Then, enter your user id and password. Note: Both fields are case sensitive. Should the primary network circuit have problems, the DINS CCR backup site is <https://www.dinsccr.notams.faa.gov>. If you cannot get to either site, contact a DoD NOTAM coordinator. The primary and backup sites function exactly the same and it will not necessary to request and install a separate encryption certificate in order to utilize the backup system.

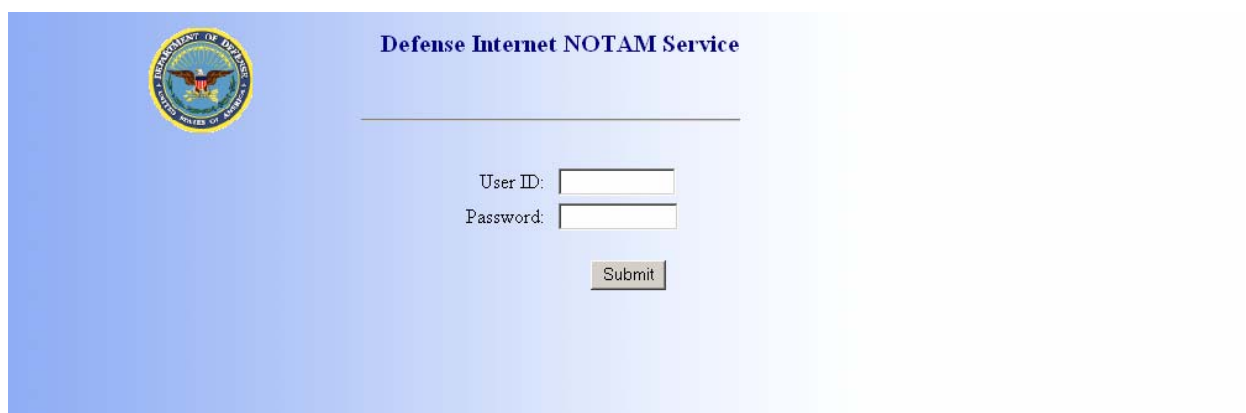
The screenshot shows the login page for the Defense Internet NOTAM Service. On the left is the official seal of the Department of Defense, United States of America. To the right of the seal, the title "Defense Internet NOTAM Service" is displayed in a blue font. Below the title is a horizontal line. Underneath the line are two input fields: "User ID:" followed by a text box, and "Password:" followed by a text box. Below these fields is a "Submit" button.

Figure 2-1 CCR Home Page.

The following example shows the main page for user id KADWTEST.

The screenshot shows the main page for user KADW. It features the same Department of Defense seal on the left. The title "Defense Internet NOTAM Service" is centered at the top. Below the title is a horizontal line, and underneath it are several navigation links: "Advanced Query", "Contact Us", "DINS Query", "Updates", "Users Guide", and "Logout". Below the links, the text "Welcome!" is displayed. Underneath "Welcome!" is the text "Login Accountability: KADW". Below this is a message: "To create, cancel or replace a NOTAM click a button below. Best viewed in IE 6.x or Netscape 8.x". Below the message are three buttons: "Create a NOTAM", "Cancel/Replace a NOTAM", and "Daily Activity". At the bottom of the page, there is a "Disclaimer" link.

Figure 2-2 Sample Home Page for KADW.

2.2 The CCR Home page has several features:

- A customized header that determines user capabilities.
- The user's "Login Accountability" is displayed.
- A "Message of the Day" that informs users when upgrades and scheduled downtimes will occur.
- Create a NOTAM.
- Cancel/Replace a NOTAM.
- A daily activity report that details all NOTAM activity based on your accountability.

2.3 How to Create NOTAMs.

All DINS CCR NOTAM activity is based on the first four characters of the user id and is displayed on the main page as the "Login Accountability". The DINS CCR application will use this accountability to determine which ICAO location(s) and NOTAM series can be created with your user id. Accountabilities responsible for more than one location will receive an intermediary page that will allow from one to ten selectable locations before accessing the "Create a NOTAM" page. The following scenarios describe both situations:

The following is a description of the "Create a NOTAM" Form.

- For convenience, the current UTC time is displayed in the upper left corner of the web page and will automatically update every 45 seconds.
- Line 1 contains two non-changeable fields.
 - The users "Accountability".
 - The NOTAM action. NOTAMN for new NOTAM.
- Line 2 is the NOTAM identifier. The drop down box contains the NOTAM series allowed for a specific location. The web application automatically determines which series a user can select by using a combination of the user-id and ICAO. Please note that not all series will be available to all locations. Most users will only be able to create a series of 'L', 'M', and 'V'. A complete list and description of military series identifiers is listed below.

Note: The NOTAM identifier should be selected before any other NOTAM data is entered on the form. If the NOTAM identifier is changed, all data entered on the NOTAM create page will be erased. This is a safety feature built into the system.

- F Series - Used by the Defense Energy Supply Center for fuel related problems.

- L Series - Generally used to report non-safety of flight related issues.
 - M Series - Used to disseminate critical safety of flight related information.
 - V Series - Used to change the terminal procedures in the Flight Information Publications (FLIP). Facility managers and required TERPS personnel will input procedural NOTAMs under the “V” series.
 - W Series - DAFIF and/or Flip Change. Issued by the National Geospatial Intelligence Agency (NGA) for the Digital Aeronautical Flight Information File (DAFIF).
- Field A contains the ICAO location(s). This field is not changeable.
- Field B contains the Effective Date and Time fields.
 - The effective date and time fields default to the Universal Time Coordinated (UTC). This is the time the event will take place.
 - Users can manually update this field using a format of ‘dd mmm yyyy’ (Ex. 21 Sep 2005) or using the popup calendar by clicking on the calendar image button.
 - The time field must be four digits in length and can range from 0001 to 2359. Note: UFN, WIE, 0000 and 2400 are not authorized.
 - A NOTAM cannot be created more than seven days into the future.
 - The effective date and time cannot be more than 10 minutes in the past.
- Field C contains the Expiration Date and Time fields.
 - This field follows the same rules as the ‘B’ field described above. The expiration date cannot be more than 120 days from the effective date. Users will receive an alert prompt notifying them when they exceed 120 days.
- Field D is for the ‘Time Schedule’.
 - This field will not be displayed when selecting ‘L’ series.
 - Data entered here will display after the text of all other fields.
 - This field is restricted to 75 alpha-numeric characters.
 - Example data: ‘Mon – Fri, 0900 – 0930 Daily’.
 - Avoid the use of open and close parentheses. .
- Field Q is the Q-Code.

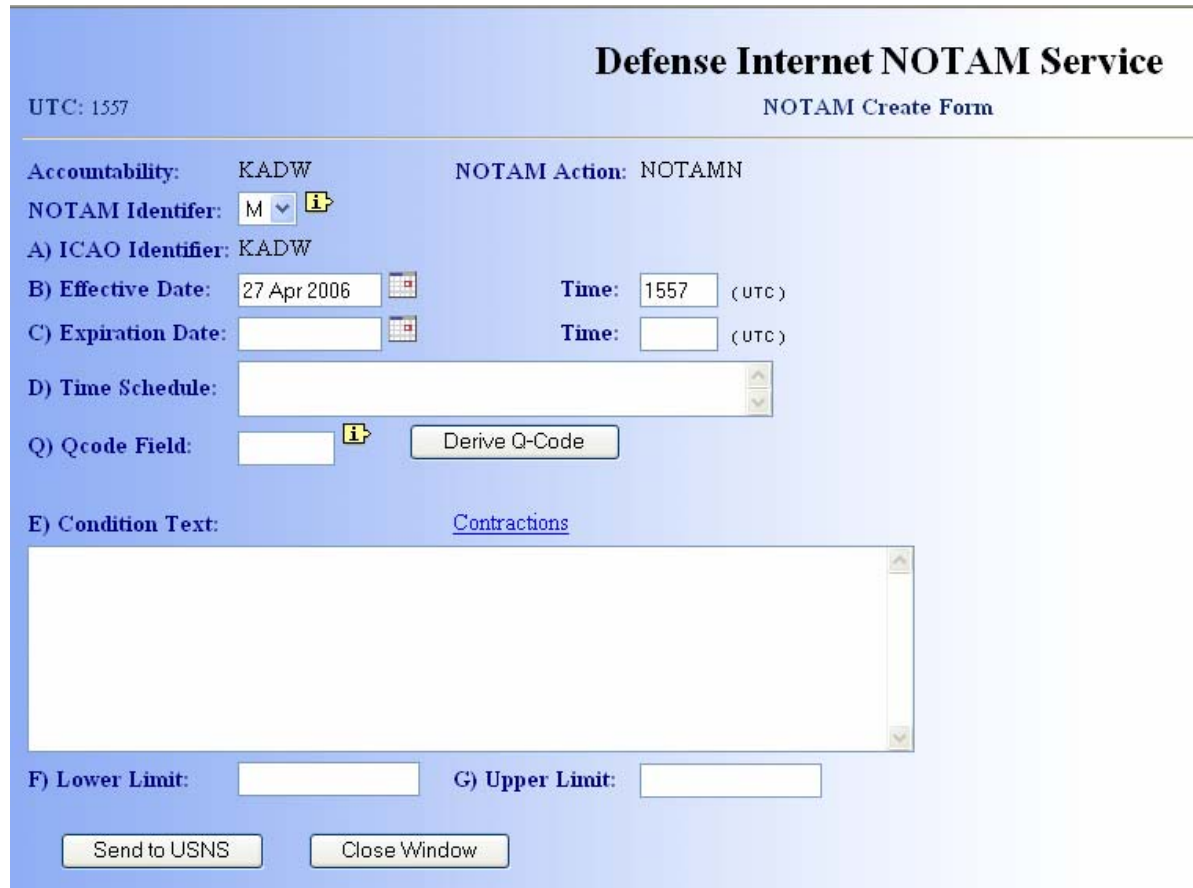
- This field will not be displayed when selecting 'L' series, all other series requires a Q-Code.
 - Before using QXXXX, try finding the corresponding second and third letters in the Q-Code listing to identify the condition. Add "XX" as the fourth and fifth letters to complete the Q-Code.
 - Users can enter a Q-Code manually or use the "Derive Q-Code" feature to ensure a valid and proper Q-Code combination is entered.
 - After entering the Q-Code manually, tab or click elsewhere on the form. Doing so will allow the web application to validate the Q-Code and enter the Q-Code description into Field E. (This may take a couple of seconds)
 - If the Q-Code is invalid, an error prompt will display and the Q-Code field is "blanked out". Note: If you go back and change your Q-Code, all data in Field E will be erased.
- Field E has the following characteristics:
 - For V series NOTAMS, the header text of "[DOD PROCEDURAL NOTAM]" will be automatically inserted. Do not alter the header text.
 - For F series NOTAMS created by DESC, the header text of "[DEFENSE ENERGY SUPPORT CENTER]" will be automatically inserted. Do not alter the header text.
 - For W series NOTAMS created by KQZC, the header text of "[DAFIF AND/OR FLIP CHANGE]" will be automatically inserted. Do not alter the header text.
 - The Q-Code automatically expands into plain text in this field when entered correctly.
 - If the Q-Code is changed, all data entered into the 'E' field will be erased and the user will have to retype everything. This is a safety feature built into the system.
 - Use "Notepad" for cutting/copying and pasting text into CCR. This field has a max length around 1200 alpha-numeric characters. If necessary, the system will allow a user to create up to ten parts with 1200 characters each.
 - Users are to avoid using parentheses () within this field. However, brackets [] may be used to isolate desired text.
 - Extra spaces and lines can be used for better formatting and will count towards the 1200 max characters.
 - If using contractions, use the examples listed with the "Contractions" button to ensure only authorized NOTAM contractions are entered in this field.
- Field F contains the Upper and Lower Limits.
 - These fields have no defaults.

- The fields can contain up to 15 alpha-numeric characters each.

- Click “Submit” when you have checked over all fields. Users should review the entered NOTAM to confirm that the NOTAM verbiage is accurate. CCR users are responsible for the data they enter into the NOTAM database.

2.3.1 An Accountability with one location.

When only one location is assigned to an Accountability, and a user clicks on “Create a NOTAM”, the following NOTAM form will be displayed:




The image shows a web form titled "Defense Internet NOTAM Service" with the subtitle "NOTAM Create Form". The form is set against a light blue background. At the top left, it displays "UTC: 1557". The form contains several input fields and buttons. The "Accountability" field is set to "KADW". The "NOTAM Action" is set to "NOTAMN". The "NOTAM Identifier" is a dropdown menu showing "M" with an information icon. Below this, "A) ICAO Identifier" is set to "KADW". "B) Effective Date" is set to "27 Apr 2006" with a calendar icon, and "Time" is set to "1557 (UTC)". "C) Expiration Date" is an empty field with a calendar icon, and "Time" is an empty field with "(UTC)" next to it. "D) Time Schedule" is a large empty text area with a scrollbar. "Q) Qcode Field" is an empty field with an information icon and a "Derive Q-Code" button. "E) Condition Text" is a large empty text area with a scrollbar and a "Contractions" link. "F) Lower Limit" and "G) Upper Limit" are empty fields. At the bottom, there are two buttons: "Send to USNS" and "Close Window".

UTC: 1557


Defense Internet NOTAM Service


NOTAM Create Form


Accountability: KADW NOTAM Action: NOTAMN


NOTAM Identifier: M 

A) ICAO Identifier: KADW

B) Effective Date: 27 Apr 2006  Time: 1557 (UTC)

C) Expiration Date:  Time: (UTC)

D) Time Schedule: 

Q) Qcode Field: 

E) Condition Text: [Contractions](#)

F) Lower Limit: G) Upper Limit:

Figure 2-3 NOTAM Create Form.

The entire contraction is listed on the DINS web site and can also be found on the FAA web site at <http://www.faa.gov/atpubs/NTM/index.htm>, Appendix 5.

CONTRACTIONS	DECODE	SOURCE
ABN	Airport Beacon	ICAO
ABV	Above	ICAO
ACC	Area Control Center (ARTCC)	ICAO
ACCUM	Accumulate	FAA
ACFT	Aircraft	ICAO
ACR	Air Carrier	FAA
ACT	Active	ICAO
ADJ	Adjacent	FAA
ADZD	Advised	ICAO
AFD	Airport Facility Directory	FAA
AGL	Above Ground Level	ICAO
ALS	Approach Lighting System	ICAO
ALT	Altitude	ICAO
ALTM	Altimeter	FAA
ALTN	Alternate	ICAO
ALTNLY	Alternately	FAA
ALSTG	Altimeter Setting	FAA
AMDT	Amendment	ICAO

Figure 2-4 Sample NOTAM Contractions Listing.

3. Multi-part NOTAMs

Some Accountabilities may have the need to create multi-part NOTAMs. The DINS CCR system determine when a user has reached the max character limitation and will issue an alert prompt (Figure 3-1) to inform the user that they are about to create another part until a maximum of ten unique parts are created. Note: An 'L' series NOTAM is limited to one part.

The screenshot displays the "Defense Internet NOTAM Service" NOTAM Create Form. The form includes fields for Accountability (KADW), NOTAM Action (NOTAMN), NOTAM Identifier (M), ICAO Identifier (KADW), Effective Date (27 Apr 2006), Expiration Date (28 Apr 2006), Time (1606 and 1800 UTC), Qcode Field (QPICH), and Condition Text. A "Derive Q-Code" button is also present. The Condition Text field contains a multi-line NOTAM entry. An alert prompt from Microsoft Internet Explorer is overlaid on the form, stating: "Character limit reached on NOTAM part. Truncation may occur when pasting text. Continue entry in next part field." The alert prompt has an "OK" button.

Defense Internet NOTAM Service
NOTAM Create Form

UTC: 1606

Accountability: KADW NOTAM Action: NOTAMN

NOTAM Identifier: M

A) ICAO Identifier: KADW

B) Effective Date: 27 Apr 2006 Time: 1606 (UTC)

C) Expiration Date: 28 Apr 2006 Time: 1800 (UTC)

D) Time Schedule:

Q) Qcode Field: QPICH Derive Q-Code

E) Condition Text: [Contractions](#)

E. CHANGE CIRCLING MINIMUMS TO: CAT E: 1500-3 1248 (1500-3).
CHANGE MISSED APPROACH TO: CLIMB TO 1000 THEN RIGHT CLIMBING TURN
TO 2000 HEADING 163 DIRECT EASTO AND HOLD. CHANGE FEEDER ROUTES
TO: FLO-PIKAN MAINTAIN AT OR ABOVE FL240 UNTIL FLO 233/53 THEN
DESCEND AND MAINTAIN 13000; SAV-PIKAN HEADING 024 FOR 86NM; IRQ-
PIKAN HEADING 102. CHANGE MINIMUM SAFE ALTITUDE 25NM MMT TACAN TO:
110 CW 290 3100; 290 CW 110 2100. CHANGE EMERGENCY SAFE ALTITUDE
100NM MMT TACAN TO: 3900. ADD: NIGHT OPERATIONS NOT AUTHO

F) Lower Limit: G) Upper Limit:

Send to USNS Close Window

Microsoft Internet Explorer

Character limit reached on NOTAM part.
Truncation may occur when pasting text.
Continue entry in next part field.

OK


Figure 3-1 Multi-part NOTAMs – Alert Prompt.

The following page will display after clicking OK to the Alert prompt. NOTE: Users should be aware that spaces are considered data and are counted toward the field length. Please be careful not to unnecessarily add extra spaces, and therefore, an additional NOTAM part.


Defense Internet NOTAM Service


UTC: 1608 NOTAM Create Form

Accountability: KADW NOTAM Action: NOTAMN


NOTAM Identifier: M 

A) ICAO Identifier: KADW

B) Effective Date: 27 Apr 2006  Time: 1606 (UTC)

C) Expiration Date: 28 Apr 2006  Time: 1800 (UTC)

D) Time Schedule:

Q) Qcode Field: QPICH 

E) Condition Text: [Contractions](#)

E. CHANGE CIRCLING MINIMUMS TO: CAT E: 1500-3 1248 (1300-3).
CHANGE MISSED APPROACH TO: CLIMB TO 1000 THEN RIGHT CLIMBING TURN
TO 2000 HEADING 163 DIRECT EASTO AND HOLD. CHANGE FEEDER ROUTES
TO: FLO-PIKAN MAINTAIN AT OR ABOVE FL240 UNTIL FLO 233/53 THEN
DESCEND AND MAINTAIN 13000; SAV-PIKAN HEADING 024 FOR 86NM; IRQ-
PIKAN HEADING 102. CHANGE MINIMUM SAFE ALTITUDE 25NM MMT TACAN TO:
110 CW 290 3100; 290 CW 110 2100. CHANGE EMERGENCY SAFE ALTITUDE
100NM MMT TACAN TO: 3900. ADD: NIGHT OPERATIONS NOT AUTHO

Condition Text Part 2:

F) Lower Limit: G) Upper Limit:

Figure 3-2 Multi-part NOTAMs – Second window for Part 2.

3.1 Accountabilities with Multiple Locations (Create and Cancel/Replace Options)

When an Accountability is responsible for multiple locations, users will be allowed to choose which location(s) are to be placed in the ICAO ID field when creating a NOTAM (See Figure 3-3). When generating the Cancel/Replace listing, location(s) will only be displayed that contain active NOTAMs,. In either case, when the Location Selection page is displayed, users can either type in the location(s) up to 10, or select them from the system generated ICAO listing. When finished, click on the OK button. This page may take several seconds to load if the “Accountability” has several hundred locations.

Defense Internet NOTAM Service
 Location Selection

Locations for Accountability: KQZC

Accountability has many locations or NOTAMs. Please select locations to reduce the list or enter them below:

CYAW CYBG CYCB CYEG CYEV CYFB CYFC CYHM CYHU CYHY

 (space delimited)

Quick Link: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A

AGGG	AGGH	AGGM	AK7I	ATTA	ATTC	ATTE	ATTN	ATTP
AYNZ	AYPY							

B

BGGL	BGSF	BGTL	BIAR	BIEG	BIHN	BIKF	BIRD	BIRK
BIVM								

C

CYAW	CYBG	CYCB	CYEG	CYEV	CYFB	CYFC	CYHM	CYHU
CYHY	CYHZ	CYJT	CYLT	CYMJ	CYMM	CYOD	CYOW	CYPR
CYQB	CYQG	CYQQ	CYQU	CYQX	CYQY	CYTA	CYTR	CYUL
CYUW	CYUX	CYVP	CYVQ	CYVR	CYWG	CYWK	CYWL	CYXJ

Figure 3-3 Location Selection (Multiple).

3.2 Canceling or Replacing active NOTAMs

To replace or cancel a military NOTAM, click on the Cancel or Replace NOTAM button located on the DINS CCR Home page. Users with multiple locations may have an intermediary selection page displayed first as previously described in Figure 3-3. The following is a sample display for the accountability KADW:

Defense Internet NOTAM Service

[CCR Users Guide](#) [Base Ops](#) [Advanced Query](#) [Contact Us](#) [Logout](#)

Active NOTAMS for Accountability KADW
Location selections: [KADW](#) Sort By:

KADW [top](#)

ICAO ID	NOTAM Number	Effective	Expiration	Text	Func.
KADW	L0151/06	29 MAR 2006 1327	25 JUN 2006 2359	PAD 12 CLOSED UNTIL FURTHER NOTICE	Replace Cancel
KADW	M0147/06	28 FEB 2006 2302	27 MAY 2006 2359	QXXXX KADW/AERODROME OFFICIAL BUSINESS ONLY DUE TO CONTINGENCY OPERATIONS AND CONSTRUCTION. PPR'S WILL BE ISSUED TO SUPPORTING ACFT, DV'S AND EVAC MISSIONS.	Replace Cancel
KADW	M0148/06	28 FEB 2006 2303	27 MAY 2006 2359	QXXXX HELIPORT CLOSED NORTH HELIPAD ON TWY "E".	Replace Cancel
KADW	M0149/06	28 FEB 2006 2304	27 MAY 2006 2359	QXXXX RUNWAY ARRESTING GEAR COMPLETELY WITHDRAWN RWY 01R/19L NORTH AND SOUTH MB60 CABLE.	Replace Cancel
KADW	M0185/06	19 MAR 2006 2311	19 MAY 2006 2359	QMXLC TWY E4	Replace Cancel
KADW	M0194/06	27 MAR 2006 1300	16 JUN 2006 2359	TAXIWAY CLOSED ECHO SOUTH OF TWY E6 EXCEPT FOR CAP AIRCRAFT AND MD STATE POLICE	Replace Cancel
KADW	M0195/06	27 MAR 2006 1300	16 JUN 2006 2359	TAXIWAY CLOSED SIERRA EAST OF PAD 93	Replace Cancel
KADW	M0196/06	27 MAR 2006 1300	16 JUN 2006 2359	RUNWAY ARRESTING GEAR. MAAS BARRIER SYSTEM APPROACH END RWY 01L/19R REQUIRES 20 MINUTE PRIOR NOTICE FOR AVAILABILITY.	Replace Cancel
KADW	M0197/06	27 MAR 2006 1300	16 JUN 2006 2359	RUNWAY CLOSED 01R/19L	Replace Cancel
KADW	M0198/06	27 MAR 2006 1300	16 JUN 2006 2359	RUNWAY ARRESTING GEAR INSTALLED. MAAS BARRIER SYSTEM LOCATED 1475FT APPROACH END OF RWY 19R AND 1425FT APPROACH END OF RWY 01L.	Replace Cancel
KADW	M0199/06	27 MAR 2006 1455	16 JUN 2006 2359	ILS UNSERVICEABLE BOTH ILS SYSTEMS FOR RWY 01R AND RWY 19L	Replace Cancel
KADW	M0203/06	01 APR 2006 0000	31 MAY 2006 2359	KADW AERODROME BASH PHASE II CONDITIONS ARE IN EFFECT	Replace Cancel

Figure 3-4 Cancel/Replace a NOTAM.

- This page contains only active military NOTAMs a user is authorized to cancel or replace.
- Data can be sorted by NOTAM number, effective date, or expiration date by using the 'Sort By' feature located in the upper right hand side of the display.

3.3 Replace NOTAM Form

When a NOTAM is selected for replacement, the web application pre-fills many fields with the original data from the USNS database. Users should be aware that the main reason for replacing a NOTAM is generally to modify the dates or make a slight change in the wording. To Replace a NOTAM, click on the replace link to the right of the NOTAM. Users should note that:

- The NOTAM Action, ID, Number, ICAO Identifier, and Q-Code are pre-filled from the original NOTAM and are not changeable.
- If the Q-Code listed is incorrect, users shall cancel the original NOTAM and create a new NOTAM instead of replacing the original.
- Change the 'B', 'C', and 'D' fields appropriately.
- Modify the 'E' field accordingly but remember not to modify the expanded Q-Code description. Click on "Send to USNS".

Defense Internet NOTAM Service

UTC: 1635

NOTAM Replace Form

Accountability: KADW NOTAM Action: NOTAMR
 NOTAM Identifier: M NOTAM Number: M0194/06
 A) ICAO Identifier: KADW

B) Effective Date: 27 MAR 2006 Time: 1300 (UTC)
 C) Expiration Date: Time: (UTC)
 D) Time Schedule:
 Q) Qcode Field: QMXLC

E) Condition Text: [Contractions](#)
 TAXIWAY CLOSED ECHO SOUTH OF TWY E6 EXCEPT FOR CAP AIRCRAFT AND
 MD STATE POLICE

F) Lower Limit: G) Upper Limit:

Figure 3-5 NOTAM Replace Form.

******* ATTENTION *******

When users need to replace a NOTAM that was originally created using the old CCR web application, the beginning part of the E field may need to be slightly modified. For example, if the Q-Code (i.e. QXXXX, QMRLC, etc), is in the beginning part of the 'E' field as shown below, users should **not** remove the Q-Code from the 'E' Field before submission. In the example below, QXXXX should **not** be removed from the 'E' field condition text prior to submission.

E) Condition Text:	Contractions
QXXXX ANDREWS AFB WEATHER REQUIRES 2 HOUR NOTICE PRIOR TO DESIRED 175-1 WEATHER BRIEF TIME	

Figure 3-6 NOTAM Replace Form Example.

In the second example, 'KADW/' should be removed but not 'QXXXX' before submitting the replacement NOTAM. If you have any questions, please contact a DoD NOTAM coordinator prior to submission.

E) Condition Text:	Contractions
KADW/QXXXX ANDREWS AFB WEATHER REQUESTS ALL TRANSIENT AIRCREWS CONTACT HOME WEATHER STATION OR 15 OWS (DSN 576-9755) FOR WEATHER BRIEFS AND UPDATES	

Figure 3-7 NOTAM Replace Example.

3.4 Canceling NOTAMs.

To cancel a NOTAM click on the 'Cancel' link located on the far right of the NOTAM under the function column. A prompt warning will display, with the NOTAM number to ensure you selected the correct NOTAM. Click 'OK' to cancel the NOTAM or 'Cancel' to cancel the request. Figure 3-8 shows the warning prompt when clicking on the Cancel link.

Active NOTAMS for Accountability KADW Sort By: NOTAM Number ▼

KADW [top](#)

ICAO ID	NOTAM Number	Effective	Expiration	Text	Func.
KADW	L0360/05	17 AUG 2005 2221	15 NOV 2005 2359	QXXXX ANDREWS AFB WEATHER REQUIRES 2 HOUR NOTICE PRIOR TO DESIRED 175-1 WEATHER BRIEF TIME	Replace Cancel
KADW	L0366/05	23 AUG 2005 2022	31 OCT 2005 2359	QXXXX PAD 12 CLSD	Replace Cancel
KADW	L0377/05	04 SEP 2005 0001	03 D	ONS HOURS ON WEEKENDS WILL	Replace Cancel
KADW	L0378/05	01 SEP 2005 1025	01 D	ING AT KNSF WILL NEED A PPR AND	Replace Cancel
KADW	L0391/05	27 SEP 2005 2221	30 SEP 2005 1212	KADW0000 ANDREWS AFB WEATHER REQUESTS ALL TRANSIENT AIRCREWS CONTACT HOME WEATHER STATION OR 15 OWS (DSN 576-9755) FOR WEATHER BRIEFS AND UPDATES	Replace Cancel
KADW	M0391/05	23 JUN 2005 1753	31 OCT 2005 2359	QXXXX AERODROME: BASH PHASE II CONDITIONS ARE IN EFFECT. THE RISK OF A BIRD STRIKE IS HIGHEST +/-1 HOUR OF SUNRISE AND SUNSET.	Replace Cancel
KADW	M0423/05	06 JUL 2005 1005	05 OCT 2005 2359	QMXLC TWY E4	Replace Cancel

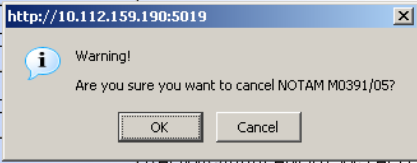


Figure 3-8 Cancel/Replace a NOTAM.

3.5 The Comeback Copy

A Comeback Copy will be generated each time a user creates, cancels or replaces a NOTAM. Users can enter information on the form and then print it out for tracking purposes. Note: If you

want to print the Comeback Copy, do not close the comeback window until the Comeback Copy is printed because the form can not be retrieved at a later time. The comeback copy is a very important part of the NOTAM submission.

- It verifies that the DINS system successfully processed your NOTAM request, numbered it and added it to the database.
- The key components of the comeback copy are the time stamp indicating the date and time the NOTAM was added to the NOTAM database, the NOTAM number, the submitted NOTAM text, and lastly, the coordination log.

The following figure is a Comeback Copy after clicking on 'OK' to cancel a NOTAM. It shows that M0554/05 successfully cancelled NOTAM M0391/05.

Coordination	Initials	Time (UTC)
Base/Flight OPS	<input type="text"/>	<input type="text"/> Time
Tower	<input type="text"/>	<input type="text"/> Time
ARTCC	<input type="text"/>	<input type="text"/> Time
FSS	<input type="text"/>	<input type="text"/> Time
WX	<input type="text"/>	<input type="text"/> Time
Local Use	<input type="text"/>	<input type="text"/> Time

Figure 3-9 Comeback Copy A.

When canceling a multi-part NOTAM, the web application will automatically cancel all other NOTAM parts, see below:

Defense Internet NOTAM Service
Comeback Copy
23 Sep 2005 1827

NOTAM M0555/05 CREATED SUCCESSFULLY.
CNNO14I KADW M0553/05 KADW PART 1 CANCELED
CNNO14I KADW M0553/05 KADW PART 2 CANCELED

M0555/05 NOTAMC M0553/05
A) KADW

Coordination	Initials	Time (UTC)
Base/Flight OPS	<input type="text"/>	<input type="text"/> Time
Tower	<input type="text"/>	<input type="text"/> Time
ARTCC	<input type="text"/>	<input type="text"/> Time
FSS	<input type="text"/>	<input type="text"/> Time

Figure 3-10 Comeback Copy B.

Defense Internet NOTAM Service

Comeback Copy

23 Sep 2005 1838

NOTAM M0556/05 CREATED SUCCESSFULLY.

M0556/05 NOTAMN

Q) KADW/QGBAR

A) KADW

B) 200509291837

C) 200509302100

E) OPTICAL LANDING SYSTEM AVAILABLE, PRIOR PERMISSION REQUIRED

Close Window

Coordination	Initials	Time (UTC)
Base/Flight OPS	<input type="text"/>	<input type="text"/> Time
Tower	<input type="text"/>	<input type="text"/> Time
ARTCC	<input type="text"/>	<input type="text"/> Time
FSS	<input type="text"/>	<input type="text"/> Time
WX	<input type="text"/>	<input type="text"/> Time

Figure 3-11 Comeback copy from a Create NOTAM request, 1 part.

Defense Internet NOTAM Service

Comeback Copy

23 Sep 2005 1840

NOTAM MO557/05 PART 1 OF 4 CREATED SUCCESSFULLY.
NOTAM MO557/05 PART 2 OF 4 CREATED SUCCESSFULLY.
NOTAM MO557/05 PART 3 OF 4 CREATED SUCCESSFULLY.
NOTAM MO557/05 PART 4 OF 4 CREATED SUCCESSFULLY.

MO557/05 NOTAMN

Q) KADW/QXXXX

A) KADW PART 1 OF 4

B) 200509231839

C) 200509242100

E) PART 1 OF 4 BEFORE WE GET INTO CREATING A NOTAM, USERS NEED TO KNOW THAT ALL DINS CCR NOTAM ACTIVITY IS BASED ON THE FIRST FOUR CHARACTERS OF THEIR USER-ID AND IS DISPLAYED ON THE MAIN PAGE AS THE LOGON ACCOUNTABILITY. THE DINS CCR APPLICATION WILL USE THIS ACCOUNTABILITY TO DETERMINE WHICH ICAO LOCATIONS AND NOTAM SERIES CAN BE CREATED WITH YOUR USER ID. ALSO, THE APPLICATION WILL TREAT ACCOUNTABILITIES WITH SEVERAL LOCATIONS SLIGHTLY DIFFERENT FROM THOSE ACCOUNTABILITIES WITH ONE LOCATION. THE DIFFERENCE BEING THAT IF AN ACCOUNTABILITY HAS RESPONSIBILITY FOR MORE THAN ONE LOCATION A INTERMEDIARY PAGE WILL BE DISPLAYED THAT WILL ALLOW A USER TO SELECT FROM ONE TO 10 LOCATIONS PRIOR TO DISPLAYING THE CREATE NOTAM PAGE. THE FOLLOWING TWO SCENARIOS WILL DESCRIBE BOTH SITUATIONS BEFORE WE GET INTO CREATING A NOTAM, USERS NEED TO KNOW THAT ALL DINS CCR NOTAM ACTIVITY IS BASED ON THE FIRST FOUR CHARACTERS OF THEIR USER-ID AND IS DISPLAYED ON THE MAIN PAGE AS THE LOGON ACCOUNTABILITY. THE DINS CCR APPLICATION WILL USE THIS ACCOUNTABILITY TO DETERMINE WHICH ICAO

Figure 3-12 Comeback copy from a Create NOTAM request, 4 parts.

3.6 Daily Activity Report

A Daily Activity Report is available to all users that are authorized to perform CCR duties. This report will display all activity performed by an “Accountability”, (including canceled NOTAMs) starting from 0001 UTC up to the time of the request. The report can also be used as a recap to see NOTAM activity performed by others with a logon ID that has the same accountability.

Using the sample report below, any user with a logon ID that starts with KADW will be able to generate this report.

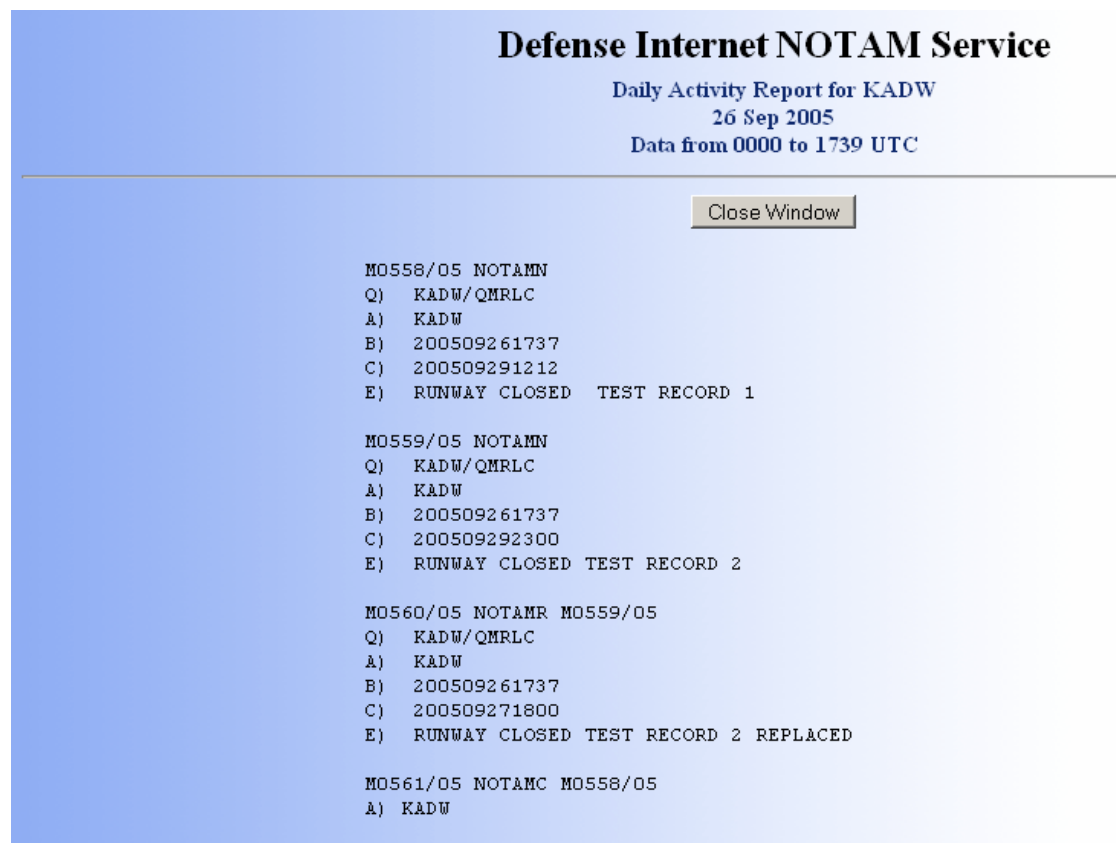
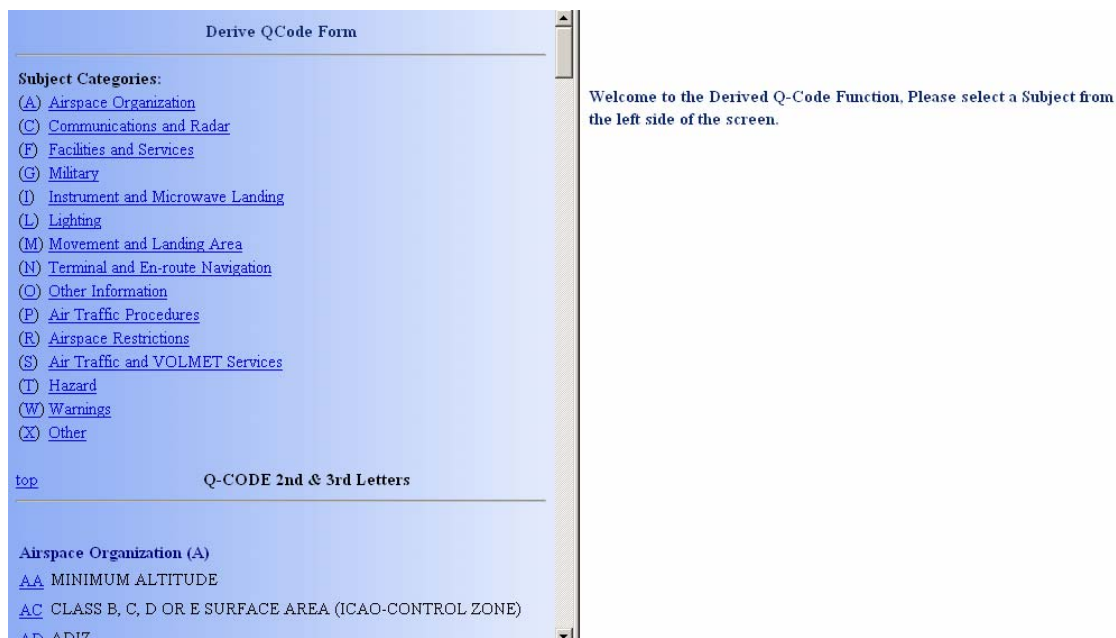


Figure 3-13 Daily Activity Report.

3.7 Derive Q-Code Feature

- The DINS CCR Q-Codes are from ICAO document 8126, Annex 15 and Military suggested combinations. If a combination does not exist for your situation, contact a military NOTAM coordinator and request that a new combination be considered.
- The Derive Q-Code feature allows users to select a pre-defined Q-Code combination to populate Field Q when creating a new NOTAM. Q-Codes are not changeable when replacing a NOTAM. If the Q-Code no longer applies or is wrong, the old NOTAM should be cancelled and a new NOTAM created.
- To use the Derive Q-Code feature, click on the Derive Q-Code button when creating a new NOTAM. The Q-Code request form may take a few seconds to load. Next, find and click on the two-digit subject code (2nd and 3rd letter in the Q-Code) from the listing located in the first frame. Select the next two-letters (4th and 5th letter) combination that best describe your condition.
- After selecting the condition code, the entire Q-Code combination will automatically insert into the Q-Code field on the Create or Replace web page. Do not duplicate the Q-Code or its plain language translation in the "E" field.



Derive QCode Form

Subject Categories:

- (A) [Aerospace Organization](#)
- (C) [Communications and Radar](#)
- (F) [Facilities and Services](#)
- (G) [Military](#)
- (I) [Instrument and Microwave Landing](#)
- (L) [Lighting](#)
- (M) [Movement and Landing Area](#)
- (N) [Terminal and En-route Navigation](#)
- (O) [Other Information](#)
- (P) [Air Traffic Procedures](#)
- (R) [Airspace Restrictions](#)
- (S) [Air Traffic and VOLMET Services](#)
- (T) [Hazard](#)
- (W) [Warnings](#)
- (X) [Other](#)

[top](#) Q-CODE 2nd & 3rd Letters

Aerospace Organization (A)

- [AA](#) MINIMUM ALTITUDE
- [AC](#) CLASS B, C, D OR E SURFACE AREA (ICAO-CONTROL ZONE)
- [AD](#) ADIZ

Welcome to the Derived Q-Code Function, Please select a Subject from the left side of the screen.

Figure 3-14 The Derive Q-Code Feature.